



**PURCHASING ITEM
FOR
COUNCIL AGENDA**

1. Agenda Item Number:

50

2. Council Meeting Date:

December 13, 2018

TO: MAYOR AND COUNCIL

3. Date Prepared: October 30, 2018

THROUGH: CITY MANAGER

4. Requesting Department: Management Services

5. SUBJECT: Purchase of Original Equipment Manufacturer (OEM) Laser and Inkjet Toner Cartridges

6. RECOMMENDATION: Staff recommends City Council approve the utilization of the Greater Phoenix Purchasing Consortium of Schools (GPPCS)/Strategic Alliance for Volume Expenditures (SAVE) Contract No. 16.004, with Vision Business Products and the State of Arizona Contract No. ADSP015-088800, with Wist Office Products, for the purchase of OEM laser and inkjet toner cartridges, for a period of one year, January 1, 2019, through December 31, 2019, in an amount not to exceed \$65,000.

7. HISTORICAL BACKGROUND/DISCUSSION: Departments City-wide have various needs for OEM laser and inkjet printer cartridges, as well as for online ordering and next-day desktop delivery. The City has historically made use of cooperative contracts for these purchases. During the past twelve months, the City has spent approximately \$60,000 on OEM laser and inkjet printer cartridges. Vision Business Products and Wist Office Products both offer online ordering for next-day desktop delivery, as well as a toner cartridge recycling program.

8. EVALUATION PROCESS: The City makes use of contracts available cooperatively through several agencies. Each of these cooperative contracts was competitively solicited and awarded. For the purchase of OEM laser and inkjet toner cartridges, a committee of City staff representing multiple departments was formed to evaluate the cooperative contracts offered by GPPCS/SAVE and the State of Arizona, which was awarded July 1, 2016.

In 2017, a committee of City staff evaluated cooperative contracts with Vision Business Products, Staples Business Advantage, and Wist Business Supply. The evaluation committee selected Vision Business Products as most advantageous to the City based on price, customer service, and quality of products. In 2018, the contracts were reviewed for changes. There have been no significant changes to the Vision Business Products contract, however the State of Arizona Contract with Wist Office Products now offers additional cost savings on Hewlett-Packard OEM cartridges. Users will have the ability to order from either Vision Business Products or Wist Office Products.

9. FINANCIAL IMPLICATIONS: The total not to exceed cost is \$65,000, collectively. Funds for laser and inkjet toner cartridges will be from departments' office supply accounts (5310).

10. PROPOSED MOTION: Move City Council approve the utilization of the Greater Phoenix Purchasing Consortium of Schools (GPPCS)/Strategic Alliance for Volume Expenditures (SAVE) Contract No. 16.004, with Vision Business Products and the State of Arizona Contract No. ADSP015-088800, with Wist Office Products, for the purchase of OEM laser and inkjet toner cartridges, for a period of one year, January 1, 2019, through December 31, 2019, in an amount not to exceed \$65,000.

APPROVALS

11. Requesting Department

Christina Pryor, Purchasing and Materials Manager

12. Department Head

Dawn Lang, Management Services Director

13. Procurement Officer

Juan Martinez

14. City Manager

Marsha Reed